

INSTRUCTIONS FOR ACCESSING CERT CERTIFIED DIRECTORY

1. When users access the CERT certified directory, you can either do a business search, or you can download the current directory of businesses which includes over 1,700 businesses or 2,700 records of certifications (Small, Women, and Minority).
2. Users can search the directory by name of business, business description, commodity codes, contact person/owner name, city, zip code of business, or state.
3. When users download the entire directory, you can save, manipulate, and/or sort it however your needs are. The directory is sorted by default by company name in alphabetical order.
4. To access the directory, simply go to the website: www.cert.smwbe.com, and click on "Central CERT Directory."

CERT System

Log In

Account Access

Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

Vendor Certification

Search and/or join our database of certified vendors

Apply for / Renew Certification

Central CERT Directory

System Training

Learn how to fully utilize our system with a live trainer

About the System

Learn more about this system and how it works today

Information for Vendors

CERT Contracting Opportunities

[City of Saint Paul Procurement Opportunities](#)

[Ramsey County](#)

[Hennepin County](#)

[City of Minneapolis](#)

CERT Resources Links

[MN Small Business Certification Portal \(DBE, TGB/ED, and CERT\)](#)

[SBA Size Standard](#)

Related Links

[Association of Women Contractors](#)

[National Association of Minority Contractors of Upper Midwest](#)

[North Central Minority Supplier Development Council](#)

[Native Diversification Network – Procurement Technical Assistance Center](#)

[Minnesota Procurement Technical Assistance \(MN PTAC\)](#)

[Metropolitan Economic Development Association](#)

[WomenVenture](#)

[SBA-Minnesota](#)

[State of MN TG/ED Small Business Program](#)

5. The directory will ask if you want to search by business name or other criterias, and scroll down and hit the “Search” button. The most common search is by business name.

The screenshot shows the 'Central CERT Directory' search page. At the top, there is a header with the title 'Central CERT Directory' in green. Below the header, a paragraph explains that search results can be downloaded to Excel. The main content area is divided into several search categories, each with a title bar and a search input area:

- Search by Certification Type:** This section has a title bar and a search area labeled 'Certifications'. It contains three checked checkboxes: 'Minority Business Enterprise (MBE)', 'Small Business Enterprise (SBE)', and 'Women Business Enterprise (WBE)'.
- Search by Business Name or DBA:** This section has a title bar and a search area labeled 'Business Name/DBA'. It includes a text input field and a tip: 'Tip: Try just a few letters of the firm's name.'
- Search by Business Description:** This section has a title bar and a search area labeled 'Business Description'. It includes a text input field and a tip: 'Tip: Try just a few letters of a keyword.'
- Search by Commodity Code:** This section has a title bar and a search area labeled 'Commodity Codes'. It includes a button labeled 'Click to Lookup Commodity Codes'.
- Search by Contact Person:** This section has a title bar and a search area labeled 'Contact Person/Owner'. It includes two text input fields: 'First name' and 'Last name'. The 'First name' field has a tip: 'Tip: Use the first letter.' The 'Last name' field has a tip: 'Tip: Try just the first few letters.'
- Search by Location:** This section has a title bar and a search area. It includes two text input fields: 'City' and 'Zip Code'.

The interface is designed with a clean, professional look, using a light gray background for the search areas and a darker gray background for the title bars. A vertical scrollbar is visible on the right side of the page.

6. To download the entire directory, scroll down to the bottom of the pop up search page and click on "Download Entire Directory."

The screenshot shows a web interface titled "CERT System" with a search form. At the top, there is a checkbox labeled "Women Business Enterprise (WBE)" which is checked. Below this, the form is organized into several sections, each with a title and input fields:

- Search by Business Name or DBA**: Includes a text input field for "Business Name/DBA" and a tip: "Tip: Try just a few letters of the firm's name."
- Search by Business Description**: Includes a text input field for "Business Description" and a tip: "Tip: Try just a few letters of a keyword."
- Search by Commodity Code**: Includes a text input field for "Commodity Codes" and a button labeled "Click to Lookup Commodity Codes".
- Search by Contact Person**: Includes two text input fields for "First name" and "Last name", and tips: "Tip: Use the first letter." and "Tip: Try just the first few letters."
- Search by Location**: Includes text input fields for "City", "Zip Code", and a dropdown menu for "State" (labeled "Select one or"). A tip for "Zip Code" says: "Tip: Search for multiple zip codes by separating with commas."
- Search by Reference**: Includes a dropdown menu for "Service Category" (labeled "Select one or more").

At the bottom of the form, there are two buttons: "Search" and "Download Entire Directory". The "Download Entire Directory" button is highlighted with a yellow circle.

7. The system will prompt you to verify that you are not an automated spam software with an easy image test. Click on “I am not a robot” and proceed to take the quick test.

The screenshot shows a web interface for a directory system. At the top, there's a header with the text "CERT System". Below this, there are several search filters:

- Commodity Codes:** A button labeled "Click to Lookup Commodity Codes".
- Search by Contact Person:** Fields for "First name" and "Last name" with tips: "Tip: Use the first letter." and "Tip: Try just the first few letters."
- Search by Location:** Fields for "City", "Zip Code" (with tip: "Tip: Search for multiple zip codes by separating with commas."), and "State" (a dropdown menu labeled "Select one or").
- Search by Reference:** A dropdown menu for "Service Category" labeled "Select one or more".

Below the filters are two buttons: "Search" and "Download Entire Directory". The "Download Entire Directory" button is highlighted with a yellow circle.

A red-bordered box contains the following text:

You are about to export the full directory. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 156.99.75.2 on this website are tracked.

Below the alert, there is a reCAPTCHA verification box. It includes a checkbox labeled "I'm not a robot" (highlighted with a yellow circle) and the reCAPTCHA logo with links for "Privacy" and "Terms".

- Next, click on the image that corresponds to the instructions and click “verify.”

Commodity Codes [Click to Lookup Commodity Codes](#)

Search by Contact Person

Contact Person/Owner First name Last name

Tip: Use the first few letters.

Search by Location

City

Zip Code

State

Search by Reference

Service Category

Select all images with a
bus
Click verify once there are none left.

You are about to export the full list of results. The size of the export file may be large.
ALERT: The information provided is for informational purposes only. It is not to be used for any other unauthorized use.

section and g, spam, or site are

VERIFY

9. Then, once you have successfully passed the test, the system will ask if you want to download to Excel or to a CSV format (simplified, open ended format for opening spreadsheets online).

CLERT System

Contact Person/Owner

First name Last name
Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location


City
Zip Code Tip: Search for multiple zip codes by separating with commas.
State

Search by Reference

Service Category

You are about to export the full directory. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 156.99.75.2 on this website are tracked.

☒ I'm not a robot  reCAPTCHA
Privacy - Terms

☒ Include Commodity Codes in download

10. Once the download is complete, click on “Open.” The file will be sorted in alphabetical order by name of company. You can sort it based on any other columns that you wish. Common sorting criterias are date of certification, NAICS codes, City, etc.

CERT System

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.


State

Search by Reference

Service Category

You are about to export the full directory. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 156.99.75.2 on this website are tracked.

☒ I'm not a robot  reCAPTCHA Privacy - Terms

☒ Include Commodity Codes in download

Minnesota American Indian Chamber

Do you want to open or save **Directory_2018-08-13.xls** from cert.smwbe.com?

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on/Owner

First name

Tip: Use the first letter.

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Search

Download Entire Di

You are about to export the full directory. Depending upon the s
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**ALERT: The information provided in the file is not to be used f
any other unauthorized use. Your activities from IP Numbe
tracked.**

Verification expired. Check the checkbox
again.

☐ I'm not a robot

☒ Include Commodity Codes in dov

Download to Excel

Download to CSV

Training

Directory_2018-08-13 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Paragraph Alignment Number Styles Cells Editing

A1 Certified Directory

	A	B	C	D	E	
1	Certified Directory					
2	As of 8/13/2018 11:58:11 AM					
3						
4	The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.					
5						
6	Company Name	DBA Name	Owner First	Owner Last	Physical Address	
7	1 Stop Auto Care, LLC		Jaswant	Teekasingh	159 W. Pennsylvania Avenue	Saint Pa
8	1 Stop Auto Care, LLC		Jaswant	Teekasingh	159 W. Pennsylvania Avenue	Saint Pe
9	292 Design Group Inc		Mark	Wnetzell	3533 East Lake Street	Minnea
10	2nd 2none janitorial LLC		Moses	Woods	2700 Plymouth ave north apt 2	Minnea
11	2nd 2none janitorial LLC		Moses	Woods	2700 Plymouth ave north apt 2	Minnea
12	3-D Building Technologies, LLC		Drew	Bjorklund	6 West 5th Street, Suite 800H	St. Paul
	360 ProKlen		LaShawna	Hervey	7964 Brooklyn Blvd, #215	Brookly

Ready Directory_2018-08-13 100%

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